



CITY OF ATLANTA

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Kasim Reed
Mayor

DEPARTMENT OF PROCUREMENT

Adam L. Smith, Esq., CPPO, CPPB

Chief Procurement Officer

asmith@atlantaga.gov

June 20, 2012

Dear Potential Proponents:

Re: FC-6016, Employee Benefits

Attached is one (1) copy of **Addendum Number 2**, hereby made a part of the above-referenced project.

For additional information, please contact Mr. Wendell Bryant, Contracting Officer, at (404) 330-6127 or by email at wambryant@atlantaga.gov.

Sincerely,



Adam L. Smith

ALS/wamb

cc: Ms. Yvonne Cowser Yancy
Mr. Louis Amis

ADDENDUM NO. 2

This Addendum No. 2 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

1. **CLARIFICATION OF PROPOSAL DUE DATE: JUNE 27, 2012;**
2. Necessary Inclusions; and
3. Clarification of Certain Questions & Answers.

Addendum No. 2 for **FC-6016, Employee Benefits** is available for pick-up in the Plan Room: City Hall, 55 Trinity Avenue, Suite 1900.

Proposals are due on Wednesday, June 27, 2012, and should be time stamped in no later than 1:59 p.m. and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

Acknowledgment of Addendum No. 2

Proponents must sign below and return this form with bid to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-6016, Employee Benefits** on this the _____ day of _____, 2012.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

Necessary Inclusions



- ▶ **Tabbed Sections:**
 - **Executive Summary**
 - **Must include a Declarative Statement regarding open disputes w/ the City**
 - **Overall Experience, Qualifications, & Performance**
 - **Management Plan**
- ▶ **Corporate seal and/or notary for all forms when required**
- ▶ **Form 2: A letter of credit or other reference letter from your bank validating that you are a customer in good standing**
- ▶ **Form 5: Letter(s) from your insurance company and/or surety company**
- ▶ **Resumes w/ one letter of recommendation for each resume**
- ▶ **1 Original & 10 Copies: Volume I and Cost Proposal; Volume II Original and 4 copies**
- ▶ **Flash Drive/CD's: Volume I , Volume II, and Cost Proposal**

1. This serves as clarification of Addendum No. 1, Q&A Set II, Question #61:

Answer: The following format should be used in responding to FC-6016, Employee Benefits:

Binder: Volume I (Informational Proposal) should include the following TABBED sections with one (1) Original and ten (10) copies:

- Executive Summary;
- Organizational Structure;
- Resumes of Key Personnel
- Overall Experience, Qualifications, and Performance on Previous Project;
- Management Plan; and
- Include any requested exhibits and/or attachments requested in Exhibit A (Scope of Services) with the exception of financial information.

Binder: Volume II (Required Submittals) should include the following TABBED sections with one (1) original and four (4) copies:

- Form 1; Proponent Contact Directory;
- Form 2; Proponent Financial Statements and Other Financial Information;
- Form 3; Disclosure Form and Questionnaire;
- Form 4; Acknowledgment of Insurance and Bonding Requirements;
- Form 5; Proof of Insurance Coverage and Bonding Capacity;
- Form 6; Acknowledgment of Addenda;
- Form 7; List of Clients;
- Form 8; Systematic Alien Verification of Entitlements (S.A.V.E.) from Appendix C; and
- Illegal immigration Reform and Enforcement Act Contractor Affidavit from Appendix C
- Miscellaneous documentation evidencing Proponents Authority to transact business in the State of Georgia
- Appendix A: All forms herein including EBO and AWDA forms
- Original Proposal Guarantee (in the original Volume II)

Cost Proposals which include all pricing required from Exhibit 6 and 7 (or A-1) from the Scope of Services should be in a sealed envelope with a hard copy and a cd/flash drive. There should be one (1) original and ten (10) copies (see instructions below on packaging and labeling). One flash drive/cd should be included in each sealed envelope.

ALL cd's/flash drives should be clearly labeled individually and inserted securely in the original and each copy of Volume I, Volume II, and the Cost Proposal (see instructions below on packaging and labeling).

Package and label all boxes as follows:

- Originals – Volume I, Volume II, and Cost Proposal (with cd's/flash drives of both Volumes I and II and Cost Proposal);
- Copy (set) 1 of 10 - Volume I, Volume II and Cost Proposal (with cd's/flash drives of both Volumes I and II and Cost Proposal);
- Copy (set) 2 of 10 - Volume I, Volume II, and Cost Proposal (with cd's/flash drives of both Volumes I and II and Cost Proposal);
- Copy (set) 3 of 10 - Volume I, Volume II, and Cost Proposal (with cd's/flash drives of both Volumes I and II and Cost Proposal);
- Copy (set) 4 of 10 - Volume I, Volume II, and Cost Proposal (with cd's/flash drives of both Volumes I and II and Cost Proposal);
- Copy (set) 5 of 10 - Volume I and Cost Proposal (with cd's/flash drives of Volume I and Cost Proposal);
- Copy (set) 6 of 10 - Volume I and Cost Proposal (with cd's/flash drives of Volume I and Cost Proposal);
- Copy (set) 7 of 10 - Volume I and Cost Proposal (with cd's/flash drives of Volume I and Cost Proposal);
- Copy (set) 8 of 10 - Volume I and Cost Proposal (with cd's/flash drives of Volume I and Cost Proposal);
- Copy (set) 9 of 10 - Volume I and Cost Proposal (with cd's/flash drives of Volume I and Cost Proposal); and
- Copy (set) 10 of 10 - Volume I and Cost Proposal (with cd's/flash drives of Volume I and Cost Proposal).

2. Where should the declarative statement about open disputes be placed in the proposal?

Answer: In the Executive Summary. Failure to include the declarative statement in the Executive Summary may deem your proposal non-responsive.

3. How many letters of recommendations are needed?

Answer: A minimum of one letter of recommendation for EVERY resume presented in your proposal is required. Failure to include the required resumes to recommendation letters ratio may deem your proposal non-responsive.

4. We are a private company and are only willing to share our financial information if we are the selected vendor. We are willing to provide bank statements of cash on hand. Should we bother to submit a response (i.e. would such a proposal be considered)?

Answer: Whether to submit a response is a business decision that only the business entity can make. A completed Form 2/Financial statements is/are a required submittal. The City of Atlanta, to the extent permissible by law, will not release the financial information of proponents. If the request becomes the subject of litigation and the financial information is a part of the litigation, then we will comply with the law. The information will not be released without notice to a proponent – giving the proponent a chance to file any objections.